

WIA \$250 Million Rescission Electronic Reporting Instructions

The **WIA Rescission Electronic Reporting** system allows grantees to specify the fund source and Fiscal Year (FY) or Program Year (PY) for the funds to be returned. Grantees may save (and modify) the Report, and then certify the **WIA Rescission Report**. After the grantee certifies the Report, it becomes **final** and **cannot be modified**.

1. To access the **WIA Rescission Reporting System**, enter the website address for the **Grantee Reporting System** (www.etareports.doleta.gov) into your Internet browser's address field. The **Log In** window is displayed (Figure 1).



Figure 1: Grantee Reporting System Log-In Window

2. Type your **Password** (previously provided for this system) and click **Login**. The **Grantee Reporting System** program selection window is displayed (Figure 2).

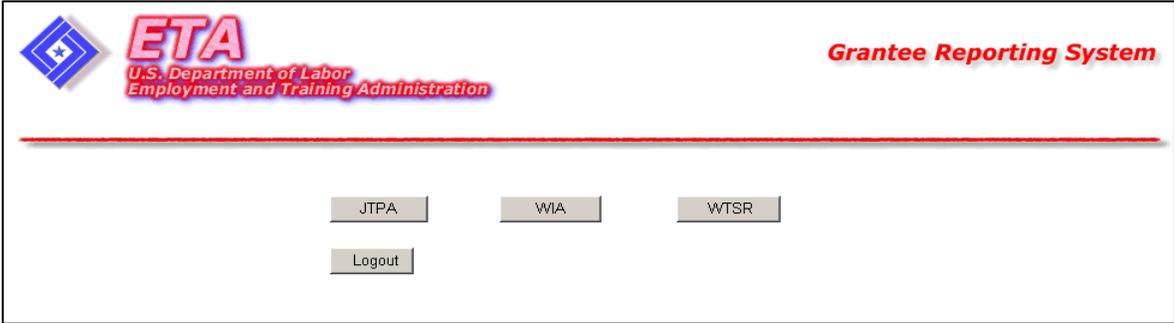


Figure 2: Grantee Reporting System Program Selection Window

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3. Click **WIA**. The **WIA Financial Status Report** window is displayed. (Figure 3).

WIA Financial Status Report

Please select a report date and fund year:

Report Date: Fund Year:

Financial Report from 09/30/2007

\$250 Million WIA Congressional Rescission

[Edit checks](#) [Instructions](#) [Log out](#)

Figure 3: WIA Financial Status Report Window

4. Click **\$250 Million WIA Congressional Rescission**. The **Rescission** reporting window is displayed (Figure 4).

**\$250 Million Rescission to be Applied During FY 2008
for WIA Formula Programs**

SOUTH DAKOTA
Awaiting State Certification as of 03/14/2008

Waiver Request: A waiver is hereby requested to use PY 2007 and/or FY 2008 funds for this purpose. (Checking this box signifies intent to enter amounts in the designated fields. If the box is checked but no amounts are entered in those fields, then the check will automatically be removed to indicate that no waiver is requested.)

Program	PY 2005	FY 2006	PY 2006	FY 2007	PY 2007	FY 2008	Total	Target	Difference (Total-Target)
Dislocated Workers	<input type="text" value="80,000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="10,000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	90,000.00	505,170.00	-415,170.00
Adult	<input type="text" value="0.00"/>	<input type="text" value="150,000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="40,000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	190,000.00	109,897.00	80,103.00
Youth	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="240,000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	240,000.00	303,363.00	-63,363.00
Total	80,000.00	150,000.00	240,000.00	50,000.00	0.00	0.00	520,000.00	918,430.00	-398,430.00

Figure 4: Rescission Reporting Window

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5. The amount of funds to be returned is displayed in the **Target** column for each applicable fund source. Fill in the fund amounts to be returned in the appropriate fiscal year (FY) or program year (PY) column in the row of the applicable fund source. FY funds for the Youth program **cannot** be entered.

Note: The **Total** column (sum of all PY or FY columns in the fund source row) must equal the **Target** column (pre-filled total amount to be returned in the fund source row). The figure in the **Difference** column of the fund source row must be **\$0** (difference between the **Total** figure and the **Target** figure). You will not be able to **certify** the Report if the **Total** and **Target** figures do not match.

6. **Important:** If PY 2007 or FY 2008 funds are to be entered, the **waiver request** box on the screen must be checked **first** before the entry of funds is allowed. Please note the following:
- If the waiver request box is checked and no PY 2007 or FY2008 funds are entered when you save or certify the Report, the check mark will automatically be removed to indicate that no waiver is requested.
 - If you uncheck the waiver request box after PY 2007 and/or FY 2008 funds have been entered, a message box will appear warning that the PY and FY funds will automatically be zeroed out to indicate that no waiver is requested.
7. To **save** the Report, click **Save Report** (the Report is saved, but **not** certified). A save confirmation screen that shows the saved Report is displayed (Figure 5) and may be printed for your records.

Note: you may continue to edit/modify the Report (including checking or unchecking the waiver request box) as often as necessary until the Report is certified (i.e., a PIN is entered). To modify the saved Report, click **Modify**. To return to the Main Screen (Figure 3), click **Main Screen**. To exit the Report program, click **Log out**.

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**\$250 Million Rescission to be Applied During FY 2008
for WIA Formula Programs**

SOUTH DAKOTA

Thank you for the reporting. Your report has been saved as of 03/17/2008 11:40:55 AM.

Waiver Request: A waiver is hereby requested to use PY 2007 and/or FY 2008 funds for this purpose. (Checking this box signifies intent to enter amounts in the designated fields. If the box is checked but no amounts are entered in those fields, then the check will automatically be removed to indicate that no waiver is requested.)

Program	PY 2005	FY 2006	PY 2006	FY 2007	PY 2007	FY 2008	Total	Target	Difference (Total-Target)
Dislocated Workers	0.00	0.00	0.00	50,000.00	305,170.00	150,000.00	505,170.00	505,170.00	0.00
Adult	0.00	0.00	0.00	40,000.00	60,000.00	9,897.00	109,897.00	109,897.00	0.00
Youth	0.00		0.00		303,363.00		303,363.00	303,363.00	0.00
Total	0.00	0.00	0.00	90,000.00	668,533.00	159,897.00	918,430.00	918,430.00	0.00

Figure 5: Saved Confirmation Screen

- To **certify** the Report, make sure it has been reviewed and verified. **Please Note: The certified Report is final. You will not be able to view or modify the Report after it is certified.** Type your PIN and click **Certify Report**.

**\$250 Million Rescission to be Applied During FY 2008
for WIA Formula Programs**

SOUTH DAKOTA

Thank you for the reporting. Your report has been certified as of 03/17/2008 11:43:24 AM.

Please print this screen for your record.

Waiver Request: A waiver is hereby requested to use PY 2007 and/or FY 2008 funds for this purpose. (Checking this box signifies intent to enter amounts in the designated fields. If the box is checked but no amounts are entered in those fields, then the check will automatically be removed to indicate that no waiver is requested.)

Program	PY 2005	FY 2006	PY 2006	FY 2007	PY 2007	FY 2008	Total	Target	Difference (Total-Target)
Dislocated Workers	0.00	0.00	0.00	50,000.00	305,170.00	150,000.00	505,170.00	505,170.00	0.00
Adult	0.00	0.00	0.00	40,000.00	60,000.00	9,897.00	109,897.00	109,897.00	0.00
Youth	0.00		0.00		303,363.00		303,363.00	303,363.00	0.00
Total	0.00	0.00	0.00	90,000.00	668,533.00	159,897.00	918,430.00	918,430.00	0.00

Figure 6: Certified Confirmation Screen

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9. A certify confirmation screen that shows the certified Report is displayed (Figure 6), and may be printed for your records. To return to the Main Screen (Figure 3), click **Main Screen**. To exit the Report program, click **Log out**.
10. After the Report is certified, the next time you enter the WIA Rescission Report program, the following screen is the **only** Report screen that will be displayed.

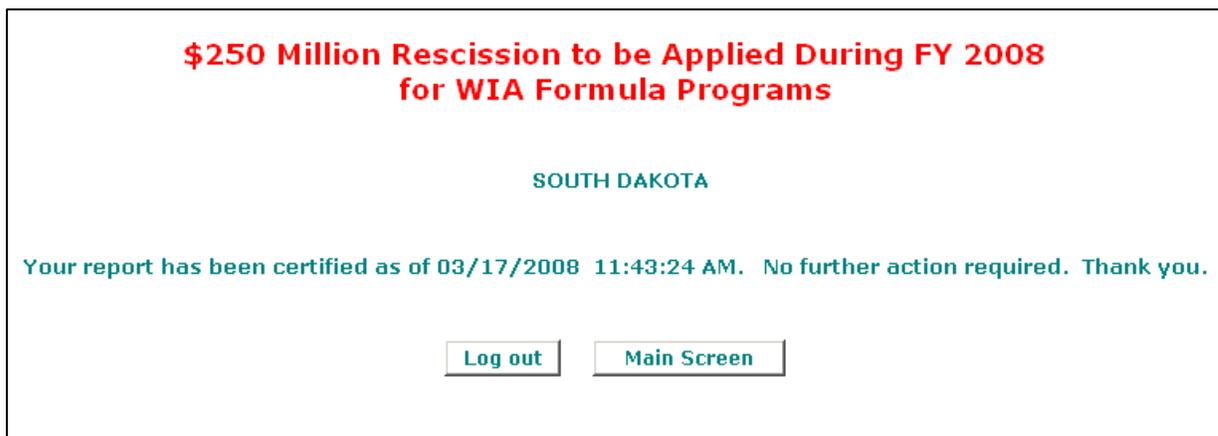


Figure 7: Post-Certification Screen for WIA Rescission Report

11. To return to the Main Screen (Figure 3), click **Main Screen**. To exit the Report program, click **Log out**.